



Diocese of Westminster

Job Profile	Parish Music Director and Organist
Department / Parish / Agency	Sunbury on Thames, St Ignatius of Loyola Parish
Reporting to	Parish Priest
Cost Centre	SUNOT
Location / Address	The Rectory Green Street, Sunbury-on-Thames TW16 6QB
Management of	n/a
Contract type	Permanent
Hours	4 hours (Sunday from 8:45am to 12:45pm with other occasional services to be agree with the Parish Priest)
Salary	£6000 per annum
Job Reference	272-SUNOT

Job Purpose:

To direct music at liturgies, assuming full responsibility for voluntary choir and accompanying choir/congregation proficiently on the organ.

Principle duties and responsibilities

These responsibilities are subject to ongoing review and adjustment by Parish Priest.

1. To work with the Parish Priest planning music for Church Services.
2. To play the organ at the 9:30am and 11:30am on Sunday Masses, Christmas and Holy Week services and, for an additional fee, as and when required at other Masses and special celebrations specified in the Church calendar.
3. To lead the choir as appropriate in the sung liturgy.
4. To report on the tuning and maintenance needs of musical instruments in the Church.
5. To provide qualified substitutes for absences as necessary.
6. To maintain a high quality of music.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague’s success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Professional experience playing the organ in a Church setting.	Essential
An ability to effectively lead and motivate a choir	Essential
An ability to work methodically and consistently	Desirable
An ability to work alone, using initiative	Essential
An ability to work as part of a team	Essential
An ability to sing and lead congregational singing	Essential
Experience	
Professional experience of Roman Catholic liturgical and musical practice, to plan/select music appropriate for the seasons and feasts of the Church’s year.	Essential
A knowledge and appreciation of Catholic liturgy	Desirable
A knowledge and appreciation of Catholic liturgical music.	Essential
<u>Additional Opportunities</u> Right of first refusal to play the organ at weddings, funerals and other special services (Fees for these services are not provided by the Church but are paid by families and couples).	
N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required	